



# ***Welcome***

2023-2024

***North Ridge Middle School***

## ***Student Handbook***

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**General School Information**

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The policies and procedures contained in this handbook have been approved by the Board of Education and are subject to change as situations arise. The administration reserves the right to interpret and apply the policies set forth in this handbook as deemed necessary by situations that may arise. The Board's comprehensive policy manual is available for public inspection through the District's website ([www.danville118.org](http://www.danville118.org)) or at the School Board office, located at:

Danville District #118  
110 E. Williams St.  
Danville IL 61832

### **DISTRICT 118 PHILOSOPHY**

To ensure that all District 118 students reach their fullest potential.

# STUDENT HANDBOOK NORTH RIDGE MIDDLE SCHOOL 2023-2024

## **Welcome to North Ridge Middle School**

We would like to welcome all students and families to North Ridge Middle School. The policies and procedures of North Ridge Middle School are contained in this handbook. Students and parents are encouraged to read the handbook carefully and keep it in a convenient location so that you may use it as a reference as needed.

### **ACCIDENTS**

Every accident in the school building, on the school campus, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the principal's office.

### **ADDRESS/PHONE NUMBER CHANGES**

It is important that we always have your current address and phone number. Please notify the Guidance Office at 444-3421 for 7<sup>th</sup> grade and 444-3418 for 8<sup>th</sup> grade with any changes.

### **AGENDAS**

The district has provided a student agenda for every student in the building. The agenda book is used to record assignments, grades, and hallway passes. Each student is **required** to maintain an agenda. Parents are encouraged to read over the information items in the

agenda and check your child's assignments on a regular basis. Contact the Guidance Office for the replacement of a lost agenda book at 444-3421 for 7<sup>th</sup> grade and 444-3418 for 8<sup>th</sup> grade. The cost of replacement is \$5.00

### **Animals on School Property**

To assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

There is a wide variety of activities available affording our students an opportunity to participate in and represent their school. Some of our activities include:

Fall	Baseball – boys Softball – girls Basketball – boys and girls Cross Country – boys and girls Cheerleading/Dance
Winter/Spring	Track – boys and girls Girls' volleyball Archery
All Year	Band Builders Club Chorus – Performance Computer Club Drama Club Drumline Jazz Band National Junior Honor Society Newspaper Orchestra – Performance Radiant Reds - Show Choir Redcoats - Show Choir Scholastic Bowl Student Council Yearbook

Participation in extracurricular activities is a privilege. Those who participate in extracurricular activities have a responsibility to favorably represent the school and

community. Students are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. Refer to the **OWNERSHIP IN EDUCATION HANDBOOK** for further information.

In order to participate in school activities, students must maintain the eligibility standards established in the Danville District #118 **Ownership in Education** handbook. Grades are checked in each subject area on a weekly basis. If a student has a failing grade in any subject, they will not be allowed to practice, play, or participate in any extra-curricular activity until the student meets the requirement of passing all subjects. Parents of ineligible students will be notified by mail.

#### **Absence from School on Day of Activity**

A student who is absent from school on the day of an activity is **ineligible** for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach/sponsor: 1) for a medical absence pre-arranged with the coach or 2) for a death in the student's family. Any student/participant who has one or more absences or who has been suspended from school may lose participation privileges in future extracurricular activities by administration.

A student extracurricular participant who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of administration.

#### **Travel**

All students/participants shall travel to school sponsored events and return home from events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by an administrator upon advance written request of a student's parent or guardian and provided the parent or guardian appears and accepts custody of the participant. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored, and oral permissions shall not be valid.

Any student/participant found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

#### **Attendance/Absenteeism and Truancy**

Illinois law requires that whoever has custody or control of any child between six (6) and seventeen (17) years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes,

have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program. When your child is going to be absent from school, it is important that you notify the school before 9:20 a.m. Please call 444-3404 to notify the secretary of your child's absence. If no one answers, please leave us a message telling us your name and relationship to the student, the student's name, and the reason for the absence.

There are two types of absences: excused and unexcused. Absences that are excused in accordance with the **Ownership in Education** handbook allow for students to receive credit for missed work. Absences that are unexcused do not allow for credit to be given for work that is to be completed. In both cases, students are expected to do the missed assignments to stay current with their class.

Also, an excused absence includes an absence due to "the mental or behavioral health of the student." Schools must excuse students for mental or behavioral health-related reasons for up to 5 days before a medical note is required. Students are allowed to make up for all the missed work.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Regular and prompt attendance is the responsibility of both students and parents. The only valid excuses for being absent from school are:

- Illness
- Medical appointments
- Death in immediate family
- Mandated court appearance
- Approved religious holidays
- Emergency outside the control of the student or the student's family

Absences other than those listed are unexcused. If a student has been absent, a note must be written from the parent/guardian stating the reason for the absence. **Once a student has reached three consecutive and/or six non-consecutive absences days (*excused by parent and unexcused*), official documentation explaining the reason for the student's absence—a note from the doctor, an appointment card, or court appearance letter, may be required.** Any absence that does not meet these criteria will be considered unexcused. Students will be excused for the treatment of head lice for a period of two days. Each subsequent day will be counted as an unexcused absence.

In the event of any absence, the student's parent or guardian is required to call the school at 217/444-3404 before 9:20 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:50 a.m. on the day of a student's absence, a school official and/or the SKYLERT system will call home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Skipping classes is a serious offense. Students be disciplined according to the district #118 **Ownership in Education** handbook.

#### **Absence for Valid Cause**

Regular daily attendance is an important factor in a child's success in school. A child who has poor attendance gets behind in schoolwork, becomes frustrated, develops a poor attitude toward school, and is more likely to drop out. Encouragement and the expectation that a child will attend school daily, starting with the first day of kindergarten and continuing throughout his/her school career, teaches children that school is important. Chronic Absenteeism (any reason for absence) is now reported as an indicator of school improvement. Consequently, pre-arranged absences are highly discouraged.

**VALID CAUSE FOR ABSENCE:** "Valid cause" for absence shall be authorized for religious holidays, illness, death in the immediate family, verifiable medical or dental appointments, court appearances, and pre-approved college visits.

#### **Dismissals**

North Ridge Middle School is a closed campus. This means that students may not leave the school grounds during the school day. Students are to remain in the school building once they arrive at school until they are dismissed from school at the closing of the day. If a student phones a parent to pick them up, this will be considered an unexcused absence.

#### **End of the School Day Dismissal**

For your child's safety, North Ridge will strictly adhere to the following procedure: Students are expected to leave school as designated each day unless we receive a note or a phone call from the parent/guardian. For example, all bus students will be sent to their assigned buses each day and all walkers will walk on their regular routes. **WE MUST HAVE A NOTE OR A PHONE CALL FROM A PARENT/GUARDIAN BY 2:45 P.M. REGARDING ANY CHANGE.**

#### **Make-Up Work**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused for school will be expected to make up missed work and be held responsible for their learning but may not receive full credit for their work.

#### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must complete the Leave

Request Form and give written notice to the building principal at least 5 days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

#### **Student Hours**

**Students are NOT to be on the school grounds earlier than 8:40 a.m. for entry to school.** All students are expected to report to their first hour class upon entering the building, except students eating breakfast. Students are not to leave the cafeteria without permission from the supervising adult. Students need to clean up their areas before leaving the cafeteria.

Students will be allowed to enter the building at 8:40. All students are expected to be in their first hour classroom by 9:00. Any student arriving after 9:00 must report to the Attendance Office for a pass.

#### **Tardiness**

If a student arrives at school after 9:00, they must report to the Attendance Secretary. Unexcused tardiness will be disciplined in accordance with the district 118 **Ownership in Education** handbook. Students who are tardy to school must receive a late slip from the office before being admitted to class. Students are allowed three tardies, for any reason, per semester, before a school detention is assigned. When a student is to leave early or arrive late, please send a note with the student or call the attendance office in advance. Students should always bring a note from the doctor's office if possible. The attendance office is located at the school's main entrance. All student attendance matters are handled in the office. Students arriving late or leaving early must check in and out in the office.

#### **Truancy**

Truancy will be reported to the proper authorities to remedy any unexcused absences. We believe that attendance is vital for a student's success in school and the development of good habits helps the child to become a successful adult. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1,500.00.

#### **Withdrawal from School**

The Guidance Office should be notified of any student's withdrawal from school regardless of the reason or length of absence. A parent must sign a record-release form to transfer student records from this school district to another school district. NO records will be sent until all obligations to the school have been met, return of all school owned property has been verified, and all fines paid.

#### **Behavior/Discipline**

North Ridge Middle School has high expectations for students. Academic success is a student's primary responsibility; students are expected to work to their full potential. Students that disrupt class, treat other students with disrespect, or violate school rules can be suspended from school/educational environment. The complete list of school rules, regulations, and discipline procedures is found in the District 118 **Ownership in Education** handbook. The handbook is distributed at the beginning of every school year.

### **When and Where Conduct Rules Apply:**

Disciplinary action can also apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to: 1. On, or within sight of, school grounds before, during, or after school hours or at any time; 2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; 3. Traveling to or from school or a school activity, function, or event; or 4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property, or during periods of remote learning.

### **Classroom Conduct**

Classroom conduct is an important factor that affects schoolwork and academic performance. Students have an obligation to be on time, to bring necessary materials, to participate in class discussions and activities, and to follow classroom rules.

### **Detentions**

A student may be required to report to school up to 45 minutes early to serve a detention for behavior problems. Students who are in the hallway without a pass, or are late to class, etc. could receive a detention. However, the detention will not be served on the same day as the offense, unless agreed upon between the issuing staff member and the parent/guardian. It is usually assigned for the next day. Parents must make arrangements to transport their children on the day the detention is to be served.

### **Fighting**

Fighting is not tolerated at North Ridge. Violent horseplay and 'play' fighting may be treated as seriously as 'real' fights. Consequences may include suspension from school and potential police contact or referral.

### **School Dress Code**

Student dress code policy can be found in the student registration packet.

### **Telecommunication/Electronic Devices**

Cell phones, headphones, and other personal electronic devices are not allowed to be used at school. **Cell phones should remain turned off and out of sight throughout the school day. The school is not responsible for lost or stolen items.**

### **Smoking**

Smoking in any form, e-cigarettes, vapes, vape pens or other vaping related products is not allowed at North Ridge.

### **Unlawful Substances**

Students selling, in possession of, or under the influence of any unlawful substance/look-alikes will be subject to immediate suspension/expulsion and potential arrest.

### **Vandalism**

Destroying, damaging, or attempting or threatening, either written or oral, to destroy or damage District property or property at a school sponsored event are serious offenses and will be punished in accordance with the district 118 **Ownership in Education** handbook.

### **Weapons/Look-Alikes**

The act of possessing, using, or threatening to use any weapon or look-alike on school property or at any school activity (on or off school grounds) is subject to suspension and/or expulsion.

### **Bicycles**

Students are allowed to ride their bicycle to North Ridge. Each bicycle rider should have a lock and chain to firmly secure the bicycle to the bicycle rack. The bicycle rack is located near the circle drive. The school will assume no responsibility for the safety of your bicycles. All bicycles should be locked to deter theft.

### **Bullying**

#### **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying with technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property.
2. Causing a substantially detrimental effect on the student's or students' physical or mental health.
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

### **Bus Conduct**

#### **Electronic recordings on school buses**

- Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.
- Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.
- The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to electronic video and/or audio recordings. If the content of electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

### **Bus Procedures/Safety Procedures**

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building dean and/or principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Students may ride a different bus only in emergency situations and if there is room on the bus. Students must have a note from the parent, and it must be approved and signed by

the principal or assistant principal. Students are advised to submit their note as soon as possible during the school day. Notes will not be approved as students board the bus for departure. If you have any difficulty with your child's transportation, please contact the bus garage at 920-1348 or 920-1341. You may also contact North Ridge at 444-3400. If your child does not live in the North Ridge district but receives special transportation, the bus garage requires five days' notice (school days) for a change to take effect. Please give ample notice so arrangements can be made.

### **Early Dismissal**

North Ridge Middle School will be dismissed early multiple times this year. This time will be used by staff for curricular improvement and the educational accountability process initiated by the Illinois State Board of Education. We will dismiss at **2:45 p.m.** Please refer to the Early Dismissal Dates provided on the North Ridge Calendar and on our school web page.

### **Emergency Dismissal Plan**

In cases of bad weather and other local emergencies, please listen to local radio stations or view local television channels to be advised of school closings or early dismissals. We will also contact you by phone through our SKYLERT Notification System. **Please make sure you keep your contact information current with the school office to receive these messages.**

If we dismiss early for an emergency or poor weather conditions, all after-school functions are automatically canceled.

### **Emergency Plans and Drills**

North Ridge Middle School has specific building plans for a variety of emergency situations, and these are reviewed and practiced with students at the beginning of the school year and periodically throughout the year. Safety drills will occur at times established by the school principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

When the fire horn is activated, students are to exit the building quickly, quietly, and in an orderly fashion. Students must remain with their class because the teacher is required to take a roll. In the event of a tornado drill, students will promptly follow teacher instructions.

### **Evacuation Sites**

If an emergency should arise necessitating the evacuation of students and faculty from the school facility and/or grounds, we ask that parents **not come to school** to locate their child(ren). In the event of an emergency, evacuation sites will be communicated to parents through our automated calling system and media outlets. For us to ensure the safety of all students, we need them to be picked up and checked out from the designated evacuation site. If you need any information on the situation or about your student, please call the Dr. David L. Fields Administrative Service Building at 444-1000.

### **Field Trips**

Field trips are a privilege for students. All Students must abide by all school policies during transportation and during field trip activities and shall treat all field trip locations as though they are on school grounds. Students who fail to abide by school rules and/or location rules during a field trip may be subject to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher.
- Failure to complete appropriate coursework.
- Behavioral or safety concerns.
- Denial of permission from administration.
- Other reasons as determined by the school.

### **Grading Policy**

North Ridge Middle School will implement a traditional 100-point grading scale for the 2023-2024 school year.

#### **Grading**

**Each student will earn an overall letter grade for the courses they are enrolled in.**

The letter grade for the course is calculated using a traditional percentage-based grading system. North Ridge teachers will assess student learning outcomes using a variety of assessments aligned with curricular standards. These standards are aligned with the local curriculum and national directives (i.e., NGSS, Common Core). Teachers will identify the standards being assessed by the name of the assignment in the gradebook for added accountability of standard coverage.

#### **Weighted Grades**

North Ridge Middle School staff use a weighted grading system for calculating a student's final grade. Assignments graded by teachers will be entered into the gradebook in one of the following weighted categories.

<b>Category</b>	<b>Weight</b>	<b>Examples</b>
Test	40%	Tests, projects, essays, presentations
Quiz	40%	Quizzes, objective checks, CER
Homework	20%	Homework, classwork, participation points, exit tickets

#### **Zero Policy**

North Ridge Middle School staff understand that a gradebook score of zero for a test or quiz has a disproportionately harsh effect on a student's overall grade. Zeroes (0%) can only be assigned in the gradebook for an assignment in the Homework Category. Students that attempt a test or quiz and turn in a valid try can earn no less than forty percent (40%). This means that even if a student turns in a test or quiz with incorrect answers, the student will still earn 40% for the assignment.

#### **Retake Policy**

Because the purpose of grades is to reflect student progress or performance on content standards, the goal is that all students will meet the grade level standards. In order to

provide an opportunity for students who did not meet grade level standards on their first attempt of any assessment, students will be given the chance to retake all assessments based on the following criteria:

1. The retake must be requested by the student in a timely manner. Teachers only allow retakes for assessments within the current unit. Unit assessments should be retaken within a week of completing the Unit assessment.
2. All missing assignments pertinent to the quiz, test, project and/or assessment being retaken MUST be completed prior to earning a retake.
3. An additional practice assignment or task may be required prior to earning a retake.
4. Corrections to the first quiz, test, and/or assessment may be made prior to earning a retake.
5. The student may be required to attend a remediation session with the teacher in order to earn a retake.
6. A student will earn in the gradebook the highest grade achieved on any one assessment. This means that if a student scores a lower grade on a retake, they will retain the previous grade for the assessment in the gradebook.

#### **Extra Credit**

No extra credit is allowed. A student wanting to raise their grade should discuss options of retaking prior assessments with their teacher.

#### **Eligibility**

Students must be passing all subjects with 60 or higher to be considered eligible for extracurricular activities. A student's eligibility is determined on Thursdays at noon for the upcoming week. Any student who has a course grade lower than 60 at that time is added to the ineligibility list. The ineligibility list is published for all coaches and school extracurricular staff. If a student's name is on the list, they are ineligible to participate in any NRMS extracurricular activity for the upcoming Monday through Sunday. A student on the ineligibility list can be made eligible on the next Thursday eligibility review.

Parents with email addresses on file with the school receive an email notifying them that their child is ineligible the moment it is determined.

Grades will be given in all classes and will have the following breakdown:

A	90-100
B	80-89
C	70-79
D	60-69
F	50-59

#### **Guidance and Counseling**

The school provides a guidance and counseling program for students. The school's social workers are available to those students who require additional assistance.

#### **Honor Roll**

High Honors (All A's)

Honors (A's or B's in all classes, no C's)

#### **Non-School-Sponsored Publications/Websites**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation of the school or school activities.
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright.
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language.
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources if the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

#### **Grading & Promotion**

School report cards are issued to students on a semester basis. The report cards at North Ridge Middle School are mailed at the close of 2<sup>nd</sup> and 4<sup>th</sup> quarters of school. Parents must pick up the progress report for the first and third quarter at parent-teacher conferences. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

#### **Lockers**

Lockers are always to be kept locked to protect personal property. Abuse to the locker may result in discipline for vandalism. The locker combinations should be kept in a safe place. Other students should not be told your locker combination. Lockers should always be clean and neat. Lockers are not to be used for storage of materials other than books, school papers, and coats. Lockers may not be decorated on the outside. Decorations on the inside must conform to school standards of decency and be appropriate. Book bags, lunch sacks, and purses are to be left in lockers during the school day.

***The school reserves the right to inspect lockers on a frequent and unannounced basis to ensure compliance with the rules and overall student safety.***

#### **Lost and Found**

Lost books and articles of clothing may be claimed in the lost and found box located in the cafetorium. Personal property such as keys, rings, bracelets, glasses, and money may be claimed in the office.

### **Nursing Services**

If a student is injured while participating in any school activity, an instructor should be notified immediately. The school is not responsible for doctor and hospital expenses resulting from accidents of any kind. All students should have their own medical insurance.

### **Personal Property**

Students are requested to carefully protect their personal property at all times. Large amounts of money are not to be brought to school. Athletes and physical education students are not to bring valuables to a coach or teacher. Cameras and other such items are never to be brought to school unless they are being used as part of a class assignment.

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

### **School Violence Tip-Line**

The Illinois State Police will administer the School Violence Tip-Line which will provide a means for students to report threats of violence and weapon violations on school grounds. The statewide toll-free number, **1-800-477-0024**, will be physically answered at the ISP Communications Center in Springfield. This is an anonymous phone line. State police employees who will forward the information to the local sheriff or police department and the appropriate ISP district will answer calls. The local law enforcement agency will be responsible for notifying the school at which the violent act is supposed to occur. If the school is not in their community, they will ensure that the proper law enforcement agency and school are notified immediately.

The Tip-Line is an option in those cases when the caller fears reprisal or if the caller is considering committing acts of violence and is unwilling to sacrifice anonymity.

### **Search and Seizure**

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School authorities may inspect, and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have

no reasonable expectation of privacy in these places, areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted using specially trained dogs.

#### **Student Search and Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities. School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, cinch sacks, book bags, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

#### **Student Social Networking Passwords & Websites**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

#### **Sexual Harassment and Teen Dating Violence**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that: denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or has the purpose or effect of: substantially interfering with a student's educational environment creating an intimidating, hostile, or offensive educational environment; depriving a student of educational aid, benefits, services, or treatment; or making submission to or rejection of such conduct the basis for academic decisions affecting a student. The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Teen Dating Violence is teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Students are encouraged to

report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

#### **Exemption from Physical Education Requirement**

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. A student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.
2. Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30<sup>1</sup>.
  - a) Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.
  - a) The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
  - b) The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

#### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or advanced practice registered nurse anticipates his or her absence from school because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, as well as, for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Special Education Office, at 217-444-1083.

### **PBIS**

The PBIS program is an effort to help students build a positive attitude, develop strong character skills and to continue to expand on the skills necessary to become successful students. This program will help students learn the expectations necessary to be successful at North Ridge. The PBIS program is an extension of our efforts to provide students with a positive environment in which to learn and succeed.

### **Standard of Dress**

A student's appearance and dress are the responsibility of the student and the parent. Students are expected to use good personal hygiene as well. If there is a question of safety or decency, a decision by the principal will be final. A parent will be notified and asked to bring a change of clothing to school if necessary. If a student does not follow the standard, they may be asked to remove the item or be sent home to change. Please support the school as it enforces this policy to maintain a positive learning environment.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

**The District 118 Student Dress Code is attached.**

### **Breakfast**

A healthy breakfast and lunch will be available at no charge to all students at North Ridge regardless of income. No forms are necessary to participate in this program. All students are encouraged to participate in the free meal program to enhance the learning environment. Breakfast is served every day beginning at 8:45. There is no charge for a complete breakfast.

### **Lunch**

Lunch is served every full school day, and menus will denote days when lunch is not served on early dismissal days. There is no charge for a complete lunch.

### **Designated Meal Locations**

There are specific procedures followed during the lunch periods. All students should eat in the cafetorium unless they are invited by a teacher for makeup work or testing. The expectation at North Ridge is for students to abide by the rules and procedures listed in the cafetorium. Failure to comply may result in discipline at the discretion of the administration.

### **Textbooks**

Textbooks are furnished for each student for the year. The students are required to maintain their books. The student responsible for them will pay for all damaged books. For his/her own protection, a student should put his/her name in ink in each of his/her books.

### **Participation Fees**

The Board of Education charges participation fees for extra-curricular activities in grades 6-12. In grades 7-8, a \$10.00 fee is charged for participation in a club/organization and a \$20.00 fee is charged for athletics. Coaches/sponsors will send more information home at the start of the activity. Anyone who wishes to participate but for whom the fees pose a hardship should make a confidential inquiry to the principal.

#### **Student Identification Cards**

Student IDs are required to be worn by North Ridge Middle School students. A student's ID card will serve as their meal ticket, gain them access to after school events, and serve as a valuable safety feature in allowing faculty and staff to get to know all students in the school community. Student ID's are required in order for students to gain access at any after school athletic or extracurricular event.

#### **Student Supervision**

Any student in the building before 8:45 a.m. or after 3:45 p.m. must be under the direction and supervision of a staff member.

#### **Office Telephone**

Students will be allowed to use the office telephone for **emergency** use only. The use of the phone in the office is a privilege. It should be used only when absolutely necessary. The phone is NOT for routine calls caused by a lack of planning or irresponsibility on the part of the student. **Calls for forgotten items, etc., are NOT considered emergencies. Students may NOT be called to the phone for emergencies.**

#### **Video and Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

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**This handbook is only a summary of District #118 Board Policy. Policies may be amended at any time during the year without notice. District #118 Board Policies are available online at [www.danville118.org](http://www.danville118.org) Communication of policies has been made to all persons expected to comply with them.**  
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## 2023-2024 SCHOOL CALENDAR

## 2023

Wednesday-Thursday August 9-10	Staff Institute – No school for students
Friday August 11	Early dismissal for students
Monday August 14	First full day of school for all students
Monday September 4	Labor Day – District closed
Friday October 6	Staff Institute – No school for students
Monday October 9	Columbus Day – No school for students & staff
One week October 16-20	Fall Break – No school for students & staff
Monday October 23	Students & staff return from Fall Break
Wednesday November 1	Early dismissal for parent conferences after school
Thursday November 2	Early dismissal for parent conferences after school
Friday November 3	No school for students & staff (following parent conferences)
Wednesday-Friday November 22-24	Thanksgiving Break – District closed
Monday November 27	Students & staff return from Thanksgiving Break
Friday December 15	Early dismissal for Winter Break
Monday-Tuesday December 18-19	No school for students & staff
Wed 20th – Friday 29th December 20-29	Winter Break – District closed

## 2024

Monday-Tuesday January 1-2	New Year's Day and following day – District closed
Wednesday January 3	Students and staff return to school
Friday January 12	Semester Planning Day – No school for students
Monday January 15	Martin Luther King Day – District closed
Monday February 19	Presidents' Day – No school for students & staff
Wednesday February 28	Half day student attendance; half day staff development
One week March 25-29	Spring Break – District closed
Monday April 1	Students & staff return from Spring Break
Tuesday April 9	Early dismissal for parent conferences after school
Thursday April 11	Early dismissal for parent conferences after school
Friday April 12	No school for students & staff (following parent conferences)
Wednesday April 24	Half day student attendance; half day staff development
Monday May 27	Memorial Day – District closed
Tuesday May 28	Last day of school

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## **District 118 Student Dress Code**

Danville School District 118 expects a standard in behavior, dress, grooming, and appearance that reflects pride in self, home, and school. The Board of Education prohibits student dress and grooming which interferes with appropriate discipline in the operation of District schools, interferes with the rights of others, or is vulgar, indecent, obscene or insulting. The Board also prohibits dress or grooming that conveys any message that promotes or encourages behavior that is inconsistent with the basic educational message of the District, such as tobacco, alcohol or illegal drug use, physical or sexual violence, or gang affiliation; depicts hate speech based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups; or is contrary to accepted social standards in the community.

This standard for dress was adopted to improve the learning environment, to reduce classroom distractions, to increase students' self-respect and self-esteem, to improve school spirit, and to enhance the District's image within the community.

It is the responsibility of parents to see that their student(s) follow the guidelines established in this dress code. If a student does not follow the guidelines, he/she may be asked to change the item of clothing at school, a parent may be notified and asked to bring a change of clothing to school, or the student may be sent home to change clothes. Parents are expected to update their contact information on a regular basis.

These guidelines are examples of acceptable and unacceptable clothing in District 118 schools. They are not an all-inclusive list. Some of the examples are very clear; others leave room for interpretation. If a parent has a question about any of the guidelines, he or she should contact the building administrator(s) to avoid any misunderstandings and the hard feelings that may result. If there is a question of safety or decency, a decision by the building administrator(s) will be final. Repeated offenses may be considered insubordination and the student may be suspended from school.

### **Shirts/Tops/Blouses/Jackets**

1. No tank tops, halter tops, strapless tops, spaghetti straps, camisoles are allowed.
2. Jackets may be worn. Winter coats may not be worn in the classroom or cafeteria.
3. No midriff may be exposed.
4. Any item determined by the building administrator(s) to be too tight or revealing is not allowed.

## **Dresses/Skirts**

Students may wear dresses or skirts subject to the following restrictions:

1. A dress must not be strapless or have spaghetti straps.
2. Dresses and skirts must be no shorter than fingertip length plus one inch (approximately mid-thigh/3" above knee).
3. No low cut dresses are allowed. Undergarments are not to be visible.
4. No leather, mesh, nylon/vinyl/spandex, see-through material or cutouts are allowed.
5. Any item determined by the building administrator(s) to be too tight or revealing is not allowed.

## **Pants/Shorts**

1. Pants must be worn at the waist; neither underwear nor skin shall be exposed. Both pant legs must be the same length. Pants must be fastened, and if a belt is worn, it must be buckled.
2. Shorts must be no shorter than fingertip length plus one inch ( approximately mid-thigh /3" above knee)
3. Blue jeans may be worn if free of rips and tears.
4. No yoga pants, pajama pants, leather, mesh, flannel/fleece, and nylon/vinyl/spandex are allowed.
5. Leggings and tights are not to be worn as pants. Leggings and tights may be worn under a dress or skirt.
6. Any item determined by the building administrator(s) to be too tight or revealing is not allowed.

## **Additional Standards of Dress**

1. The Board prohibits dress or grooming that conveys any message that promotes or encourages behavior that is inconsistent with the basic educational message of the District, such as tobacco, alcohol or illegal drug use, physical or sexual violence, or gang affiliation; depicts hate speech based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups; or is contrary to accepted social standards in the community.
2. No flip flops or house slippers may be worn.
3. Having jewelry, tattoos, body art or clothing depicting gang symbolism or affiliation is not allowed and may result in disciplinary consequences outlined in the Ownership in Education handbook.
4. Dress scarves are allowed. Scarves are not allowed as headwear, except for religious exemptions.
5. Hats, ear guards, sweatbands, bandanas, hairnets, hoods, and gloves may not be worn in school buildings.
6. Unless prescribed by a doctor, sunglasses are not to be worn in any school building.

7. Chain wallets are not allowed.

## **Exemptions**

### **Bona Fide Religious**

The parent or legal guardian of a student (or a student who is 18 years of age or older) may object on religious grounds to the student's compliance with any portion of this dress code policy. In order to object, the parent or legal guardian (or student who is 18 years of age or older) shall submit a written statement which responds to the following questions:

1. For which part of the policy are you requesting an exemption?
2. What is the basis for the request for religious exemption?
3. What religious teaching, religious belief or religious practice prohibits compliance with this dress code?

In addition, all written objections must be accompanied by a signed statement of a religious official (such as minister, rabbi, imam, or other) or other person who can verify the good faith basis of the request. The principal or his/her designee shall review all objections. Students with legitimate religious objections shall not be required to comply with those portions of this policy which conflict with such good faith, religious requirements.

A religious exemption to the Uniform Standard of Dress policy only shall be granted if the requirements herein are completed in totality and the religious exemption can be verified by a bona fide religious leader. All other applications for religious exemption shall be denied.

If the application for religious exemption is denied, the student applying for the exemption may appeal the determination to the Superintendent, who will review the application and make his/her determination within 30 days of the appeal.

### **Case by Case Exemptions**

Each building administrator shall have the discretion to provide exceptions or accommodations to students who show good cause, including students who have medical needs for particular clothing. Such exceptions or accommodations will be made on a case by case basis and in a manner which maintains the integrity of the purpose of the standard of dress. The Board of Education reserves the right to modify this policy when deemed necessary.

LEGAL REF.: 105 ILCS 5/10-22.25b.

Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

CROSS REF. 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline)

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